

TAB-A

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### General

This attached procedure is based on the following assumptions:

1. Each depot will carry out its functional activities under supervision of this Headquarters.
2. Each depot chief will have under his jurisdiction a supply division and a transportation division.
3. Portions of a requisition (abstracts to purchase, abstracts to other depots and issue items) will be shipped independent of each other and under separate shipping numbers which are referenced to the initial requisition or voucher number.
4. Estimates of cube and weight will be accurate enough for acquisition of carriers.
5. When Headquarters requisitions for a field installation, a copy of the requisition will be forwarded to the field activity which shall be considered the requestor.
6. Transportation will not be concerned with items of cargo until they are available (in the possession of the Supply Division) for shipment.

### Procedure

1. Requestor - include on the requisition, items, date required, where to ship and who to notify.
2. Stock Control - abstract purchase items to Purchase Division. Abstract other items not available to a depot where they are available, notify Cargo Control of items available for immediate shipment and notify requestor of action taken on requisition.
3. Cargo Control - notify:
  - a. Warehouse of the items to be shipped and the type of transportation to be utilized.
  - b. Cargo section of the general classification of items to be shipped, date items are needed by requestor, type of carrier to be utilized and the estimated cube and weight.
4. Cargo Section - obtain carrier, notify warehouse and Cargo Control of name of carrier and when and where it will accept cargo.

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5. Warehouse - pick and pack items and notify Cargo Control of actual cube, weight and number of cases.
6. Cargo Control - notify warehouse of address, markings and other indicators.
7. Warehouse - tally out shipment, notify Cargo Control of date cargo is released.
8. Cargo Control - notify requestor of date cargo departed, name of carrier, ETA, cargo number, etc.

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